

Keybaord ShortCut- CTRL

Keys	Function
Ctrl + A	Select All
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + D	Show Font Dialog Box
Ctrl + E	Center
Ctrl + F	Find
Ctrl + G	Goto
Ctrl + H	Replace
Ctrl + I	<i>Italic</i>
Ctrl + J	Justify Alignmnet
Ctrl + K	Hyperlink
Ctrl + L	Left Alignment
Ctrl + M	Increase Indent
Ctrl + N	New
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Remove Paragraph Formatting
Ctrl + R	Right Alignment
Ctrl + S	Save
Ctrl + T	Hanging Indent
Ctrl + U	<u>Underline</u>
Ctrl + V	Paste
Ctrl + W	Close
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo